

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
AUGUST 17, 2016
MINUTES**

Call to Order

Chairperson Adam Delmolino called the meeting to order at 7:14 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Amy Hampe, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending was Andrea Nicolay, library director, and Maura Deedy, assistant library director. Catherine Muldoon and Cecily Miller were community members in attendance.

Barbara Muldoon offered remarks about her tenure on the Board of Library Trustees and gave her resignation from the board after 32 years of service to the Robbins Library.

Arlington Public Art Proposal (vote needed)

Ms. Miller presented an initiative on behalf of by Arlington Public Art. Ms. Miller reviewed the East Arlington Public Art Projects which explore the broad themes from public meetings and conversations. The proposed project is East Arlington Stories, a temporary wheat-pasted portrait series which would record the stories of the diverse independently owned businesses through a public nomination process. Artist Cedric Douglas worked on an installation on a Boston Public Library branch in Roxbury. Ms. Miller proposed to use the Fox Library facade for an installation. At present permission has been granted for similar installations at Madta Pharmacy, Capitol Theater, Za's, and Olympic Pizza. The Fox Library will be hosting the "title page" of the project, an introduction to the area project, and some images yet to be determined. Installation would also be an active part of the process incorporating volunteers. Ms. Calvin made a motion to support the project, Ms. Radochia seconds. The board supports unanimously.

Approval of Minutes (vote needed)

Trustees reviewed the minutes of the June meeting. Ms. Hampe moved to approve the minutes. Ms. Fennelly seconded the motion. The board approved unanimously.

Communications

There were two communications received. Ms. Mary Ellen Loud thanked the Board for the use of the Reading Room for her husband's memorial service. The second was an annual statement regarding the Elbridge Farmer Trust Fund.

Community Time

No community members were present.

Director's Report

Dowling College on Long Island is closing and has 3,000 art prints on permanent loan from the Winfield Robbins collection. Ms. Nicolay provided an update on the metered parking plan: meter heads at the 8 spots in front of the library, a kiosk system in the side lot, and staff parking in the

Whittemore Robbins lot. The Library hosted a Pokemon Go lure party, partnered with the Recreation Department. Teen Services has found qualified volunteer instructors to run the Girls Who Code program in the fall. The Circulation Department has tagged all the print books with RFID. Fox Branch Library is improving metric capturing for more detailed info about the needs and interests of Fox users.

FY 2017 Trustee Goals

Trustees will presenting their FY 17 Goals at the September meeting.

FY 2017 Administration Goals

Ms. Nicolay presented the goals for FY 2017 and their broader scope. This was compiled through work on the Library Staff goals for FY17 and uses the Library Strategic Plan to further the vision.

Reimagining Our Libraries Project Timeline

Ms. Nicolay presented a timeline draft of the Reimagining Our Libraries project, with activity dates and personnel involved. The Board discussed the deadlines and offered suggestions. The Feasibility Committee will include key community stakeholders and library supporters, such as Foundation and Friends board members, facilities personnel, and key library staff.

Report of FY 2016 Trust Fund Expenditures and Vote for FY 2017 Trust Fund Allocations (vote needed)

Mr. Murphy presented the FY 2016 Trust Fund expenditures and reviewed the investment results, as well as the general trust fund and restricted fund expenditures. The Board discussed future fiscal planning. Ms. Nicolay presented the FY 2017 Trust Fund Allocations, and highlighted new items and increases. RFID processing costs must be built in going forward, as new materials are acquired for the collection. The Board discussed the funds available for future projects. Ms. Fennelly made a motion to vote on the FY17 Trust Fund total request as presented, with a provision for changes to specific funding sources pending further discussion between the director and Trust Liaison. Ms. Radochia seconded, and the board approved unanimously.

Russell Fund Report FY 2016

The FY 2016 report was presented and reviewed.

Report of FY 2016 Russell Fund Expenditures and Vote for FY 2017 Russell Fund Allocations (vote needed)

The board reviewed the FY 2016 Russell Fund Expenditures and the FY17 allocation requests for the Russell Fund. Ms. Radochia made a motion to vote on the FY17 Russell Fund allocations as presented, Ms. Calvin seconded. The board approved unanimously.

Arlington Continuing Education “Our Whole Lives” Proposal (vote needed)

Ms. Nicolay presented a proposal from Arlington Continuing Education and Arlington public schools to use the Fox Branch Community Room for a series of classes. Fox Branch Community Room is a neutral, comfortable and inviting space for students to learn. The time and date proposed is a low demand

slot. Ms. Calvin made a motion to vote, Ms. Radochia seconded. The board approved unanimously. Ms. Nicolay noted that it would be worthwhile to revisit the meeting room policy to see how we could facilitate support to town agencies in the future.

Town Day Booth

The Board set a schedule for Trustees to be at Town Day on September 17.

Foundation Liaison Update

Foundation is planning for their Town Day Booth.

Friends Liaison Updates

Friends of Robbins Library approved the FY 17 requests, and the Friends of Fox approved FY 17 requests. Ms. Nicolay reviewed a rough outline of the Reimagining our Libraries plan with the Friends of Fox.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: September 12, 2016

The next meeting will be on Monday September 12, 2016.

Adjournment (vote needed)

Mr. Delmolino moved to adjourn. Adjournment was approved unanimously.

Materials Distributed:

- August Meeting agenda
- June meeting minutes
- Arlington Public Art Proposal
- June Director's Report
- June and July 2016 Circulation Statistics
- FY 2017 Administration Goals and Objectives
- Reimagining Our Libraries Timeline Draft
- Trust Fund Reports and Requests
- Russell Fund FY 2016 Report
- Russell Fund Budget Proposal FY 17
- Arlington Continuing Education "Our Whole Lives" proposal